



DEPARTMENT OF THE ARMY
US ARMY SOLDIER SUPPORT INSTITUTE
10000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-CG

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MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum #15 – Ethical Conduct and Private Organizations

1. Reference, DOD 5500.7-R Joint Ethics Regulations (JER)
2. Many private organizations promote professional and personal development and active participation in community affairs. However, you must be knowledgeable of and adhere to proper ethical conduct when supporting or participating in a private organization.
3. Conflicts of interest, or the appearance thereof, often arise in issues associated with private organizations. Your duty as a federal employee must remain separate and distinct from involvement in a private organization.
 - a. Army personnel active in a private organization may not take official action on financial matters. Official decisions, e.g., use of space in a facility, must be passed to immediate superiors.
 - b. Do not use any official titles, positions, or offices in association with a private organization, e.g., targeting subordinates during a membership drive. Any coercion of subordinates is prohibited.
 - c. Private organizations operate during off duty time. Occasionally, use of government equipment or time may be authorized by the first commissioned military officer, or civilian, GS-12 or above in your supervisory chain. However, your use of other employees' time and government copiers are prohibited.
4. You are cautioned to challenge actions that may give the appearance of a conflict of interest. If you are aware of, or suspect a violation of the Joint Ethics Regulation, report the matter through your chain of command. The chain of command is the primary

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means of reporting these violations however, if you feel you must use other reporting procedures, you can contact the installation IG, Ethics Counselor in the Staff Judge Advocate's Office, or CID.

5. The proponent for periodic review of this policy is the SSI Deputy Commander.

6. READINESS STARTS HERE!



GINA S. FARRISEE
Brigadier General, USA
Commanding